



Planning Meetings

- Acknowledgement
 - Open with gifts, prizes, acknowledgement, etc.
- Share the successes of last year. Share the numbers.
 - Note: Each team member should have copies of year-end sales numbers, profit and loss statements, etc. Everyone should be on the same page!
- Go around the room and have everyone share their ideas for growth!
 - Be sure to allow each person to express their ideas without challenging or saying whether you feel it will work, if its in the budget, or whether or not you like the idea or not! This is simply an opportunity to allow each person to express him or herself and to contribute.
 - It would be a good idea to write the ideas on a white board so that when everyone is complete we can then as a team, see what is on the table.
- Once everyone has shared his or her ideas, then as a team choose 3 areas of opportunity that you could focus on for the year.
 - To facilitate the selection, simply number each idea and have everyone vote for his or her top three. Put a slash mark by the ideas they voted for. Once that is complete you will then select the 3 with the most votes. If there is a tie, simply have the team vote for the tiebreaker.
 - These now become the 3 areas of focus. (This does not mean that we won't tackle some of the other ideas next year, these just happen to be the top 3 for right now!)
- Lastly, complete a calendar of education and team and salon/spa meetings for the year. Should be some sort of education every month. I recommend, business, communication and team building training bi-monthly and technical training on the opposite months by department. Your team meetings as team leaders and as salon/spa should be no less then one time per month! Put them on the calendar by January 1!
- Complete! Congratulate